

### **Information for Applicants - Vigo County Deputy Sheriff**

- Applying for the position of Vigo County Deputy Sheriff begins by completing and returning a Pre-Application along with its required attachments.
  - The pre-application shall be returned to the Vigo County Sheriff's Office in-person by the applicant no later than **February 15<sup>th</sup>, 2013**.
  - Any employment application not complete with all applicant requirements will be rejected.
- Selected applicants will be invited to participate in a Physical Fitness Assessment
  - In 1999, the Indiana Law Enforcement Academy began using physical fitness assessment standards. All applicants will be expected to meet the Indiana Law Enforcement Academy exit standards in order to proceed in the application process.
  - The Vigo County Sheriff's Office strongly suggests you consult your physician if you have any concerns regarding your physical capability or conditioning. You will be required to sign a medical release form at the time of the physical fitness assessment.
- All applicants must meet minimum Requirements for Vigo County Deputy Sheriff (see attached).
- All applicants must meet the required step as prescribed by Indiana State Statute I.C. 36-8-10 (see attached).
- 2013 Deputy Sheriff Salary including base and uniform allowance: \$42,176.00
- Deputies successfully completing I.L.E.A Basic Course also receive take home car.
- No applicant shall be discriminated against, or favored with respect to employment because of race, sex, religion, politics, national origin, or ancestry.
- Each applicant will be limited only by his/her own abilities and qualifications.

### **Requirements for Applicants - Vigo County Deputy Sheriff**

- Be a United States citizen.
- Be a resident of State of Indiana upon date of employment.
- Reside within a twenty-five (25) minute response time to the Vigo County Jail.
- Be at least twenty-one (21) years of age when appointed as a police employee.
- Have a High School diploma, or its equivalency.
- Not have been convicted of a felony.
- Have a valid Indiana Driver's License.
- Have a good work record with previous employers.
- Have a good credit rating.
- Be in sound mental and physical health.
- Have vision of at least 20/30 corrected in each eye.
- Meet all requirements to be accepted by the Indiana Law Enforcement Academy, or be a graduate of an academy recognized by the Indiana L.E.T.B.
- Meet all requirements for employment as a Deputy Sheriff as prescribed by the Vigo County Sheriff's Office.
- Meet all requirements for employment as a Deputy Sheriff as prescribed by Indiana Law.
- Be willing to work any shift, rotation or division.

### **Duties of Vigo County Deputy Sheriff**

- Patrols assigned area on foot or in vehicle searching for suspicious activity or situations, and assist citizens with problems such as lost children, injured persons, animal bites, civil disputes, locked doors, vehicle inspections, verifications, and abandoned vehicles.
- Monitors radio and other communication devices to receive assigned runs, and to maintain awareness of activities in assigned areas or by other officers.
- Responds to assigned run by driving (sometimes at higher speeds), walking, or running to a specified location, assesses situation, and determines need for other assistance, and takes appropriate action.
- Investigates accidents, extracts victims, provides emergency medical aid, gathers evidence, records observations and statements of witnesses and victims, requests assistance from other officers or agencies as needed, directs the removal of the vehicles involved, and ensures the area is clear.
- Searches crime scenes, and takes prescribed actions to preserve and protect evidence, and records findings and observations.
- Pursues, apprehends, searches, and arrests suspects using only necessary force, advises suspects of rights, transports suspect to detention area, and interviews victims, suspects, and witnesses, and records responses and observations.
- Restrains persons from physically striking or injuring others using appropriate force.
- Stops drivers of vehicles when traffic violations are observed, verifies license and registration data, advises driver of safe driving practices, and issues citation or makes arrest as warranted.
- Reports as directed to scenes of general emergencies, and takes appropriate action to protect life and property
- Removes persons from danger including carrying unconscious persons and provides emergency aid to injured persons.
- Maintains visibility in the community and acting as an ambassador for the County of Vigo.
- Completes written, typed and verbal reports and completes forms as required by operating procedure.
- Testifies in court, and prepares for such testimony by reviewing reports and notes, meeting with attorneys, and obtaining appropriate evidence.
- Properly maintains uniforms, equipment, and weapons pursuant to departmental policy.
- Works any assigned shift (subject to call-ins on days off) at the discretion of the Sheriff.

### **Essential Job Skills and Abilities - Vigo County Merit Deputy Sheriff**

- Extensive knowledge of law enforcement procedures and methods including patrol, traffic, officer safety, investigation, report writing and data systems.
- Extensive knowledge of criminal law procedures such as search and seizure, arrest, interrogation, confession, evidence, crime scene protection, due process, and court procedure.
- Extensive knowledge of criminal traffic law.
- Working knowledge of emergency medical treatment procedures, and ability to apply those procedures safely to others.
- Ability to stand or sit for long periods of time, sometimes in extreme weather conditions.
- Ability to operate a vehicle safely at high speeds under less than ideal conditions or weather.
- Ability to physically protect one's self, and restrain others.
- Ability to pursue suspects by running, climbing stairs, forcing entry, scaling walls and jumping fences.
- Ability to sustain physical effort in situations of personal danger or danger to others.
- Ability to use firearms and weapons accurately and safely.
- Ability to observe and report observations accurately and in detail.
- Knowledge of departmental rules, regulations, and department general orders.
- Ability to appropriately respond to emergencies from off-duty status.

### **Applicant Steps - Vigo County Deputy Sheriff**

1. Applicant personally returns completed Pre-Application along with attachments
  - a. Mandatory documents to be attached to the pre-application are:
    - i. Copy of Valid Drivers License
    - ii. Copy of Birth Certificate
    - iii. Copy of High School Diploma or GED
2. Selected applicants will undergo Preliminary Background Check
3. Selected applicants will be invited to Physical Fitness Testing when directed
  - a. Indiana Law Enforcement Exit Standards
    - i. 1.5 MILE-RUN Must be completed in 16 minutes, 28 seconds or less
    - ii. VERTICAL-JUMP Minimum jump of 16 inches
    - iii. PUSH-UPS 25 minimum, with no time limit
    - iv. SIT-UPS 29 minimum, completed in 1 minute
    - v. 300 METER RUN completed in 71 seconds or less
4. Selected applicants will be invited to Indiana Sheriff's Association Aptitude Testing when directed. Applicants must score 75% to be further considered
5. Selected applicants will be emailed a Full Application
6. Completion of Full Application
7. Extensive Background Check
8. Selected applicants will undergo interview by Peer Review Board
9. Selected applicants will undergo Polygraph Testing
10. Selected applicants will undergo Psychological Evaluation
11. Selected applicants undergo interview by Administrative Staff
12. Selected applicants will undergo interview by Merit Board
13. Sheriff / Merit Board Jointly Create List of Eligible Candidates
14. Sheriff appoints Merit Deputy Sheriff from List of Eligible Candidates
15. Conditional Offer of Employment
16. Drug Testing
17. Physical Examination
18. Commitment Letter
19. Probationary Period (Begins 1 Year from the Date of Appointment)
20. Successfully complete Indiana Law Enforcement Academy

## **Pre-Application for Employment**

Applying for (Please check):

\_\_\_\_\_ Merit Deputy

\_\_\_\_\_ Reserve Deputy

\_\_\_\_\_ Jail Officer

Name: Last/ First/ Middle

\_\_\_\_\_

\*E-mail (required): \_\_\_\_\_

Home Address: Street/ City/ State/ Zip

\_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Social Security No: \_\_\_\_\_

Drivers License State: \_\_\_\_\_ Number: \_\_\_\_\_

Has your License ever been Suspended? Yes or No If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever been arrested for a criminal offence? \_\_\_\_\_ If yes, please explain:

\_\_\_\_\_

Have you filed an application with this department before? \_\_\_\_\_

If yes, give date (s):

\_\_\_\_\_

Are you now employed? \_\_\_\_\_

Present Employer \_\_\_\_\_

Are you a citizen of the United States? Yes or No

(The immigration Reformed Control Act of 1986 requires verification of Citizenship or immigration status upon employment.)

For testing and interview purposes, please circle the best for each of the following:

When are you best available? Mid-Morning or Afternoon or Anytime

What days are best usually? Weekdays or Weekends or Any day

Any other special circumstances that would limit your availability for testing or interviews? \_\_\_\_\_

When possible, we will attempt to accommodate candidate's requests for testing due to current jobs and school commitments. However not every request can be honored.

The following documents have been attached to this application:

- \_\_\_\_ Copy of Valid Drivers License
- \_\_\_\_ Copy of Birth Certificate
- \_\_\_\_ Copy of High School Diploma or GED

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Return this pre-application in person to the Vigo County Sheriff's Office  
between the hours of 9am-3pm by February 15<sup>th</sup>, 2013  
to: Chief Clark Cottom or office manager Nancy Roberts.**

**\*Throughout the entire hiring process applicants will be contacted via email  
with further instructions.**

**Applicants should address all questions to:**

**sheriff.employment@vigocounty.in.gov**